



WASHINGTON STATE PARKS & RECREATION COMMISSION
FINANCE AND CONTRACTS

CONTRACT OPPORTUNITY

REQUEST FOR PROPOSAL

PROPOSALS WILL BE ACCEPTED FOR THE FOLLOWING:

State Parks Headquarters - Psychological Assessment Services

The Washington State Parks and Recreation Commission (State Parks) is seeking consultant services to perform psychological testing for new hires and incumbent ranger psychological assessment of suitability for arming.

LOCATION:

Washington State Parks and Recreation Commission
Headquarters - Health and Safety Program
7150 Cleanwater Drive SW, PO Box 42650
Olympia, WA 98504-2650

ESTIMATED BID RANGE: (If applicable) Unknown	BIDS ACCEPTED THROUGH: 5:00PM	DAY: Friday	DATE (MM/DD/YYYY): 08/25/2006
NA: TIME: DAY: DATE: AT:			

VOLUNTARY MWBE GOALS: The following voluntary numerical MWBE participation goals have been established for this invitation: MBE 8% WBE 4%

These goals are voluntary, but achievement of the goals is encouraged. However, unless required by federal statutes, regulations, grants, or contract terms referenced in the contract documents, no preference will be included in the evaluation of bids, no minimum level of MWBE participation shall be required as a condition for receiving an award or completion of the contract work, and bids will not be rejected or considered non-responsive on that basis. Bidders may contact OMWBE at (360) 753-9693 to obtain information on certified firms.

The State reserves the right to accept or reject any or all proposals and to waive informalities.

The Washington State Parks and Recreation Commission is an affirmative action, equal opportunity employer. The successful bidder must abide by the Affirmative action and Equal Employment Opportunity policies of the Washington State Parks and Recreation Commission.

Sites may not be fully accessible to people with disabilities. Please contact the Commission at the phone numbers below at least five days prior to the scheduled dates if special accommodations are required for your attendance.

PROJECT INFORMATION AVAILABLE FROM:

Washington State Parks and Recreation Commission
Safety Service Center
Attn: Mike Swigert, RFP Coordinator
7150 Cleanwater Drive SW, Olympia WA 98504-2650
Phone: (360) 902-8558
OR e-mail: mike.swigert@parks.wa.gov
Telecommunication Device
For the Deaf Number: Operations (360) 664-3132

Psychological Services

Date: **August 8, 2006**

To: Interested Parties

From: Mike Swigert, Health and Safety Program Manager

Subject: State Parks Headquarters
Psychological Services
Request for Proposals

The Washington State Parks and Recreation Commission (State Parks) is seeking consultant services to perform psychological testing for new hires and incumbent ranger psychological assessment of suitability for arming.

Request for RFP:

Washington State Parks is seeking a consultant with expertise in psychological new hire screening to determine suitability for Park Ranger duties with full law enforcement responsibility, including the review of psychological testing results and a clinical interview, and incumbent ranger psychological assessment of suitability for arming.

Questions regarding this RFP:

Please contact Mike Swigert, Health and Safety Program Manager at e-mail address: Mike.swigert@parks.wa.gov or telephone at (360) 902-8558

Project Description:

A. Washington State Parks and Recreation Commission (Commission) Duties.

When services of the Contractor are warranted, the Commission will contact the Contractor, request services, provide pertinent information, and negotiate fees. The Commission makes no guarantee whatsoever as to the number or extent of requests to the Contractor. The Commission will provide adequate information to the Contractor regarding names, addresses, and telephone numbers of contact persons within the Commission who affect the performance of this contract. The Commission will provide work elements for psychological screening of Park Ranger Candidates and incumbent Park Rangers participating in the optional arming process.

B. Evaluating New Hires:

The Contractor shall use the best professional efforts to perform psychological new hire screening to determine suitability for Park Ranger duties with full law enforcement responsibility, including the review of psychological testing results and a clinical interview. This information shall be condensed into a written report that is provided to the Commission. Commission will supply the psychological written test booklets and will furnish test proctors for conducting the psychological written tests. The contractor will provide the Wonderlic Personnel Tests and Scantron answer sheets for various psychological instruments.

Requirements:

1. When conducting the assessment, the psychologist attempts to maintain an independent evaluation stance in that the only information used is derived from available background information, test findings, and the interview. Behaviors admitted by the ranger during the interview, which need to be verified through the agency background process, are included in the background portion of the written psychological report.
2. The commission has the ultimate responsibility for determining who will be employed and the psychologist will not attempt to usurp that authority. Therefore, the reports will contain references to behaviors which should be considered by the hiring authority and recommendations based upon the results of data gained from the assessment.
3. For New Ranger Candidates the assessment is done by the Contractor in two phases. Phase 1 occurs prior to a conditional offer of employment and uses only non-medical assessment instruments. The psychological tests include the California Psychological Inventory (CPI), Wonderlic Personnel Test (WPT), Personal History Questionnaire (PHQ), a PHQ Supplemental Form, and the State-Trait Anger Expression Inventory (STAXI). The Contractor scores and reviews the tests results and furnishes the Commission a Pre-Offer Suitability Assessment Report. Phase 2 is a post-conditional job offer psychological assessment consisting of additional testing and a personal interview. These test include the Personality Assessment Inventory (PAI), the Psychological History Questionnaire (PsyQ), and PsyQ Supplemental Form. Contractor scores, reviews, interviews and submits a psychological report to the Commission.
4. At the beginning of the interview, the psychologist shall review the signed implied consent/release form with the ranger and signs the form.
5. Provide a Pre-Conditional Job Offer of Employment Report and when applicable a Post-Conditional Job Offer of Employment Report based upon State Parks specific and industry standards for law enforcement.
6. Per agency request the psychologist shall complete the Washington State Park's Psychological Assessment Form. Contract psychologist shall not interpret the results of the psychological testing or reveal specific details of the report to the candidate. The psychologist will not share the information contained in any Supervisor Report.
7. After completing the Psychological Assessment Form, the psychologist will return the form and those materials identified as "Return to Washington State Parks" to the Employee Health and Safety Program Manager at the following address: P.O. Box 14217, Tumwater, WA 98511-4217.
8. Maintain confidential psychological assessment files.
9. Location of the post-conditional offer of employment psychological assessments will be in Olympia, Washington unless changed by mutual agreement of the commission and the contractor.

C. Evaluating Incumbent Rangers:

Work elements for contract psychologist evaluations of incumbent rangers for arming;

1. The commission has the ultimate responsibility for determining who will be armed and the psychologist will not attempt to usurp that authority. Therefore, the reports will contain references to behaviors which should be considered by the hiring authority and recommendations based upon the results of data gained from the assessment.
2. Set appointment with ranger at mutual convenience.
3. For Incumbent Rangers requesting to be armed (optional) the Contractor will review the furnished psychological test results, which may include the CPI, Inwald Personality Inventory (IPI), and PAI.
4. Review the furnished psychological test results, Personal History Statement, Supervisor Questionnaire, Human Resource Report and evaluation protocol prior to interviewing ranger.
5. At the beginning of the interview, review the signed implied consent/release form with the ranger and sign the form.
6. Conduct interview according the Incumbent Ranger interview form, making notes documenting significant issues.
7. Considering all available information, the psychologist will complete the Washington State Park's Psychological Assessment Form. Contract psychologist shall not interpret the results of the psychological testing or reveal specific details for the report to the Incumbent Ranger. The psychologist will not share the information contained in the Supervisor Report.
8. After completing the Psychological Assessment Form, the psychologist will return the form and those materials identified as "Return to Washington State Parks" to the Employee Health and Safety Program Manager at the following address: P.O. Box 14217, Tumwater, WA 98511-4217.
9. Maintain confidential psychological assessment files.
10. In the event of an appeal, all materials will be made available to the psychologist. To initiate the appeal, the ranger must sign a release for the information to be sent to another contract psychologist and to allow the initial evaluating psychologist to discuss the findings with the second psychologist. The original materials furnished to the initial evaluating psychologist will not be repeated.
11. Location of the psychological assessment will be in Olympia, Washington unless changed by mutual agreement of the commission and the contractor.

Consultant Submittal:

Firms that desire to be considered are required to submit a letter of submittal; one original response; two (2) 8 ½ x 11 paper copies; and, one electronic version in MS Word 2000 format on a CD of the submittal that shall include or address the following:

1. Resume
2. References

Scoring Criteria and Evaluation:

Selection criteria and relative weighting of proposal review shall include the following:

- 50% Law Enforcement Pre Employment;
- 20% Fit For Duty Evaluations;
- 30% Cost Proposal

Evaluation:

Responses shall be evaluated strictly in accordance with the requirements set forth in this RFP and any addenda that may be issued. All responses, including the Letter of Submittal and Required Information, shall be reviewed by the RFP Project Manager for completeness and compliance with the administrative requirements and instructions specified in this RFP. Responsive and responsible submittals will advance to the selection team for final review. State Parks may, upon completion of the evaluations, conduct an in-person interview with the project managers of the highest scoring firms. Consultants should be prepared to have their project managers available for an interview, at a time to be determined.

Scoring:

<u>Subject Category/Weighing</u>	Consultant demonstrates renowned expertise (100%)	Consultant demonstrates solid experience (75%)	Consultant demonstrates some experience (50%)	Consultant demonstrates limited experience (25%)	Consultant demonstrates no experience (0%)
Law Enforcement Pre Employment (95 Pts Possible)					
Fit For Duty Evaluations (55 Pts Possible)					
Cost Proposal (30 Pts Possible)					
Resume (10 Pts Possible)					
References (10 Pts Possible)					

Submittals that do not comply with all of the above requirements may be excluded from the review process.

Mail or deliver RFP submittals to:

Washington State Parks and Recreation Commission
Attention: Mike Swigert, Health and Safety Program
7150 Cleanwater Drive SW
PO Box 42650
Olympia, WA 98504

No FAX or e-mailed copies will be accepted.

Submittals will be accepted until **5:00PM, Friday, August 25, 2006**. Any late submittals will be considered non-responsive, and will be returned unopened.

Following written evaluation and ranking of these submittals, the selection team may interview selected firms. It is hoped that the project will be awarded to the selected consultant within a week of final selection.